

**SPECIAL MEETING – MONDAY, APRIL 25, 2011
LIBRARY COMMUNITY ROOM – 585 FRANKLIN STREET
7:30 P.M.**

1. CALL TO ORDER

The meeting was called to order at 7:32 p.m.

2. ROLL CALL

Present—Trustees Maria Lange, Kathy Swartz, Barbara Luedtke, Chair Cindy Hofen and Secretary Rosanne Macek.

Excused Absence—Vice Chair Elisa Nadeau.

Also Present—Executive Assistant Darlene Joyner.

3. MINUTES APPROVAL

Minutes of the March 21, 2011 meeting were approved.

4. ORAL COMMUNICATIONS FROM THE PUBLIC—None.

5. UNFINISHED BUSINESS

5.1 BUDGET UPDATE

The City still has a \$2.1 million shortfall. There will be some additional revenue from Google and possible concessions from the employee groups.

The Narrative Budget will be reviewed on May 3. Public hearing on the budget will be on June 7 and budget adoption will be on June 14.

6. NEW BUSINESS

6.1 REVIEW THE REPORT FROM RANDALL STOCK AND DRAFT MEMO TO CITY COUNCIL

The report was discussed. Chair Cindy Hofen and Vice Chair Elisa Nadeau will draft a cover letter to the City Council.

6.2 REVIEW LIBRARY BEHAVIOR POLICY

The behavior policy was discussed. Rosanne Macek, Library Services Director, informed the Board that staff expressed the cell phone policy was difficult to enforce. Library Board members agreed that cell phone usage may be allowed on the first floor; however, the noise levels would be hard to control.

Darlene Joyner, Executive Assistant, will gather information from other libraries on their behavior policies.

6.3 ADDITION OF PINs TO LIBRARY ACCOUNTS

With identity theft rising, and the ease of reproducing bar codes, the Library Director feels there is a need to better protect Library accounts.

Most libraries in the Bay Area require a PIN number with their check-out.

The Library Board agreed to implement PIN numbers for checking out materials.

7. LIBRARY BOARD/STAFF COMMENTS, QUESTIONS AND REPORTS

Trustee Kathy Swartz attended a meeting that Karin Bricker, Children's Supervising Librarian, presented on the Castro School project. She said Karin did a great job and it was an excellent presentation.

The annual Pacific Library Partnership (PLP) and System Advisory Board breakfast is scheduled for Saturday, May 21, 2011, at the Stanford Park Hotel, from 8:30 a.m. to 11:00 a.m. This year's topic is "Celebrating Library Advocacy."

Chair Cindy Hofen asked what the Friends of the Library's guidelines are for accepting book donations.

The Mayor's quarterly meeting for Boards, Commissions and Committees is Thursday, April 28, 2011.

8. COMMUNICATIONS—None.

9. REPORTS

9.1 DIRECTOR'S REPORT

The Bookmobile was in the Spring Parade.

E-books currently have the highest sale over hardbound books.

The Library's e-book usage is up 37 percent.

Later in the year, the Kindle will be able to read e-books from the Library.

The Pacific Library Partnership (PLP) will be loaning Nook, Nook Color, Kindle, Kindle DX, and iPads to libraries. Mountain View should be receiving some in three weeks.

Staff will have e-book training the week of May 9 and May 23, followed by public training.

There was a presentation of various e-book devices at the April 19 staff meeting.

The next Friends of the Library book sale will be May 21 and May 22.

Mother Goose and More story times have been very popular. There have been up to 240 patrons and some had to be turned away. Sharon McClintock, Librarian, has been doing a wonderful job. Another time slot was added so there are now two each Friday morning.

10. AGENDA SETTING/PLANNING

- Behavior Policy
- Letter to City Council

11. ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Rosanne Macek, Secretary
Library Board

RMM/DJ/5/LIB
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